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P-CARD USER MANUAL

GETTING STARTED

INTRODUCTION

The State of Idaho Purchasing Card (P-Card) is a Wells Fargo Bank MasterCard used by state agencies primarily for small purchases or travel. It functions just like a personal credit card and can be used wherever MasterCard is accepted.

When a cardholder makes a purchase, the P-Card transaction is sent from the vendor to the bank. Wells Fargo electronically sends all P-Card transactions from the vendors to the State Controller's Office on a daily basis.

The State Controller's Office loads the transaction data into the P-Card application. P-Card users can then log on to the P-Card application to verify and approve the purchases, split purchases across different funding sources, and generate a variety reports to monitor P-Card activity.

BENEFITS

The cost of doing State of Idaho business will be lower because approval processes will be shortened and paperwork will be reduced. Fewer transactions will be processed through the State Controller's Office and fewer warrants issued by the State Treasurer's Office.

Agencies will not have to maintain petty cash, numerous charge accounts, purchase orders, etc. The agency gets one statement that shows the total amount due for all cardholders. State employees benefit by being able to can purchase what they need where they can find the best value and each cardholder gets their own individual statement.

Vendors benefit because they receive payment from the bank within 48-72 hours. They won't need to manage individual accounts with every state agency.

HOW TO GET YOUR P-CARD PROGRAM STARTED

Start by contacting the Division of Purchasing at 208.332.1612. For more details see the [Department of Administration's FAQ Web page](#).

Afterwards, your agency will determine who will be cardholders and also will determine the approval process for P-Card purchases. Your agency will assign a P-Card administrator, verifiers, and approvers. This information is then set up in the P-Card application by the P-Card administrator.

P-CARD ADMINISTRATOR

The P-Card Administrator is responsible for several duties in the P-Card application:

- Sets up the agency PCA/Index approval structure
- Adds new users and sets them up as cardholder, verifiers or approvers.
- Adds MasterCard numbers.
- Sets up agency-specific functions - create and define approval levels, enable e-mail notification, etc.
- Maintain Posted Pending transactions and make adjustments when necessary.
- Generate specific reports.

Also, since administrators can view transactions at the same time as the cardholder, the administrator can act as the first tier of support for the cardholder with the application and transaction process.

P-CARD VERIFIER

A verifier is the first level of review for P-Card purchases. The verifier is generally the cardholder or the designated proxy who is responsible for reviewing P-Card purchases for appropriateness of the expenditure and for the correctness and completeness of any associated documentation.

P-CARD APPROVER

Approvers review and process the agency's purchasing card (P-Card) transmittals. An approver is generally a manager or supervisor responsible for reviewing P-Card purchases.

An approver reviews the transmittal and the attached documentation for appropriateness of the expenditure, reasonableness of the cost and quantity, and the correctness and completeness of the transactions. Approvers can modify the STARS codes, split transmittals between STARS codes, and approve the transmittals (for the default PCA/Index or the Location Code for which they are responsible).

P-CARD TRANSACTION PROCESS

The following is a general overview of how a P-Card transaction is processed.

